



General Services Administration
Northwest/Arctic Region
Jackson Federal Building
915 Second Avenue, Room 106.
Seattle, WA 98174

July 19, 2000

MEMORANDUM FOR RECORD

FROM: STEVEN M. DAVID
PROPERTY MANAGER (10PM1A)

SUBJECT: Quarterly Tenant Meeting Minutes

The quarterly tenant meeting for the fourth quarter of FY00 was held on July 19, 2000 in the Evergreen Room (3086) of the Jackson Federal Building. Those in attendance are listed on the attached sign-in sheet.

The following items were addressed:

- 1. Custodial & Grounds.** Custodial contract managers, John Frisk and Silvano Gonzalez, were in attendance to address questions and concerns. Silvano discussed the operation of the new toilet paper and hand towel dispensers recently installed throughout the building. Additionally, attendees agreed that the flowers recently planted on the Second Avenue plaza were a pleasant improvement. There were no other tenant comments or concerns regarding custodial or grounds.
- 2. Cafeteria.** Cafeteria manager, Ron Shissler, was unable to attend. There were no tenant comments or concerns regarding the cafeteria.
- 3. Telecommunications.** GSA Federal Technology Services representative, Duane Taylor, was unable to attend. Building Manager, Steve David, reported on the broadcast voice mail message sent to all tenants that very morning regarding the lowering of the flag to half-staff. It was discovered that the VA-IG, FTC, and DOD-CPMS did not subscribe to the building standard "Meridian" voice mail system under the 220 prefix. Steve agreed to add them to the list of tenants to receive broadcast emails since they could not receive voice mail announcements. There were no additional tenant comments or concerns regarding telecommunications.

4. Security & Safety. GSA Federal Protective Service representative, Smokey Forster, introduced Pat Zitny as the new Law Enforcement & Security Officer (LESO) for the Seattle area. Steve David reported that there would be a free personal security workshop offered in October. There were no additional tenant comments or concerns regarding security or safety.

5. Service Calls & Maintenance. There were no tenant comments or concerns regarding service call or maintenance issues.

6. Projects & Space. Steve David GSA reported that GSA was beginning to make progress backfilling the vacated FBI space and that projects would be under construction throughout the summer. There were no tenant comments or concerns regarding project or space issues.

7. Open Discussion. Steve David reminded attendees of the Jackson Display dedication scheduled for August 9 and that GSA would be conducting their bi-annual building survey in October. There were no other tenant comments or concerns.

8. Workshop. A workshop was conducted immediately after the meeting for those attendees who were interested in learning more about GSA's Reimbursable Work Authorization (RWA) process. GSA is looking into providing additional workshops on various building related topics for future tenant meetings.

There was no other business. The next meeting is scheduled for 10:00 a.m., October 18, 2000 in The Evergreen Room (3086). A notification memo will be faxed approximately two weeks prior and an agenda faxed one day prior to the meeting.

Attachment (1)